



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received AUG - 7 1975	Application No. 75-180 Date Completed AUG 17 1975
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration Office of General Support Services No. 2 Capitol Sq., Atlanta, GA 30334		4. Person to Contact Annette Mitchell	
		5. Working Title Accountant II	6. Tel. No. 656-5256

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series
1972 to Date

9. Exact Series Title
Equipment Depreciation Voucher File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to: depreciating equipment.

Included are monthly and yearly computer printout vouchers, showing equipment depreciation. The yearly printout is an adjustment voucher which is posted to the General Ledger.

File is arranged numerically by DOT vehicle number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				1			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s) 2 sq. ft.			
Binders-Shelves		4		This Year's	Last Year's	Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES	2	1	1	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [XX] []
DOAS maintains Mag Tape
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [] [X]
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
A new printout could be acquired
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [X] []
Information contained on vouchers is used for charging units for depreciation on equipment.
21. Does the record series contain documentation produced as EDP printout? [X] []
This record is generated monthly.
22. Has the Federal Government issued instructions governing retention/disposition of these files? [X] []
FHWA PPM-30-9 requires a 3 year retention.
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [X] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Federal Highway Administration regulation PPM 30-9 Stipulates a 3 year retention.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- [] CALENDAR YEAR [X] FISCAL YEAR [] Other then:
- [X] Hold in the current files area month(s)/ 1 year(s):
- [X] Transfer to [X] State Records Center [] Local Holding Area; hold 2 year(s):
- [X] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 7/18/75

26. Recommendations in Paragraph 25 are:	State	[X] Approved [] Disapproved	Head of Agency/Designee	Date 8/4/75
	Records	[X] Approved [] Disapproved	Department of Audits/Designee	Date 8-15-75
	Committee	[X] Approved [] Disapproved	Secretary of State/Designee	Date 8/13/75
		[X] Approved [] Disapproved	Department of Law/Designee	Date 8/15/75